

U.S. Department of Labor

Employment and Training Administration
Sam Nunn Atlanta Federal Center
Room 6M12 - 61 Forsyth Street, S.W.
Atlanta, Georgia 30303



WIA AND SWA ISSUANCE NO. 5-10

SUBJECT: Financial Accounting for ETA Training Programs Course

1. Purpose. To announce the DOL/ETA Region 3 “Financial Accounting for ETA Training Programs” course to be held in Myrtle Beach, South Carolina, on October 24-26, 2005, at the Embassy Suites Resort in the Kingston Plantation complex. The training will be provided in the area of Financial Management – Accrual Reporting.
2. References. The Workforce Investment Act (WIA) of 1998 and Federal Acquisition Regulations codified at Title 48, Code of Federal Regulations, Part 31, Contract Cost Principles and Procedures.
3. Background. As a result of communications with our customers in the workforce development community and information gathered during our on-site technical assistance and compliance reviews, we have planned a series of training sessions that are intended to focus on and resolve issues or concerns surfaced during those reviews. These training sessions should prove to be beneficial to the state and local agencies throughout the region.

To begin our series of training, we will focus on areas that significantly impact the expenditure of WIA funds. As you know, the Employment and Training Administration continuously reviews the expenditure rate of its grantees with emphasis on the timely expenditure of WIA funds. As you will recall, in the recent past we experienced a rescission in the dislocated worker program funds because of low expenditure levels. While programmatic considerations may have been a major reason for the low expenditure levels, we have learned through on-site reviews that many grantees are not reporting expenditures on an accrual basis, which significantly affects the level of expenditures reported in the WIA program.

4. Logistics. Attendees may register by completing and returning the attached registration form to this office, Attention: Andre Morris.

The Region 3 Financial Accounting training is scheduled to begin on Monday, October 24, at 1:00 p.m. and conclude on Wednesday, October 26, at 12:00 noon. The training will be held at the following location:

Embassy Suites Resort
9800 Queensway Boulevard
Myrtle Beach, SC. 29572
(843) 449-0006

A block of rooms has been set aside at the rate of \$78.00, excluding tax, for a single or double room per night. Reservations may be made by calling the hotel at (843) 449-0006 and referencing the DOL Region 3 Financial Accounting training. **To ensure room and rate availability, you are encouraged to make your reservations by no later than Friday, September 23, 2005.** Room availability cannot be guaranteed after that date. **Individual cancellations must be received no later than three (3) days prior to the scheduled arrival date. Cancellations not received within three (3) days will be billed one night's room and tax.**

5. Attendance. It is requested that staff from State Workforce Agencies and Liaisons, Local Workforce Investment Areas (LWIAs), and other DOL grantees in Region 3 participate in this training session. The Financial Accounting training is intended for those individuals who are involved in the **data collection and reporting process, as well as the financial staff who maintain the books and records.**

6. Action. Recipients of this issuance are requested to provide this information to appropriate staff and encourage their attendance. Participants planning to attend this training should immediately complete the attached registration form and return it to this office no later than Friday, October 14, 2005. This training session will be limited to the first 75 registrants, so please be prompt with your registration.

7. Inquiries. Questions regarding this issuance may be directed to Andre Morris or Stephen Dean, Office of Systems Support, at (404) 562-2095.

8. Expiration Date. October 26, 2005.



HELEN N. PARKER
Regional Administrator

Attachment

REGISTRATION FORM
USDOL-ETA Region 3 Accrual Training
Kingston Plantation, Embassy Suites Resort
October 24-26, 2005

NAME: _____

TITLE: _____

PROGRAM: (WIA, Faith-based, Earmark, Discretionary, etc.) _____

AGENCY: _____

ADDRESS: _____

State: _____ Zip Code: _____

PHONE: (_____) _____

E-MAIL ADDRESS: _____

Please send Registration Form to the following address:

U.S. Department of Labor
Employment and Training Administration
Room 6M12 – Attn: Andre Morris
61 Forsyth Street, S.W.
Atlanta, Georgia 30303
Phone: (404) 562-2095
Fax: (404) 562-2150

Registration must be received in this office by Friday, October 14, 2005

The training will be limited to the first 75 registrants

U.S. Department of Labor

**Employment and Training Administration
Sam Nunn Atlanta Federal Center
Room 6M12 - 61 Forsyth Street, S.W.
Atlanta, Georgia 30303**

August 29, 2005

OSS/MORRIS/8/26/2005

MORRIS

DEAN

SCHLOTTMAN

PARKER

OSS
Date _____

OSS
Date _____

OSS
Date _____

RA
Date _____